

Vacancy Announcement



U.S. Embassy Iraq

ANNOUNCEMENT NUMBER: 10-35	SUBJECT: Information Resources Management (IRM) Admin/Assistant LES-7	DATE: 08-19-10
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OPENT TO: All Interested Applicants

FROM: Human Resources Office

POSITION: Information Resources Management (IRM) Admin/Assistant, FSN-7;

OPENING DATE: August 19, 2010

CLOSING DATE: September 2, 2010

WORK HOURS: Full time: 40 hours/week

SALARY: Ordinarily Resident (OR): **20,305** USD per annum (Starting Basic salary)
(Position Grade: FSN-7)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Baghdad is seeking an individual to fill the position of **Information Resources Management Admin/Assistant** in the **Information Resources Management (IRM)** section.

BASIC FUNCTION OF THE POSITION

The incumbent serves as the Administrative Assistant to the Information Management Officer (IMO) and the Office Manager for all IRM sections within Mission Baghdad which is composed of two branches (ISC and IPC) as well as several sub-units. IRM Admin Assistant is responsible for handling TDY travel arrangements for FTE employees, timely vouchering of TDY activities, managing all unclassified office correspondence, handling internal mail and package distribution, managing various procurement and inventory activities, and other administrative facets of IRM office operations as required.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's degree in any general education subject, with emphasis on English language is required.
2. At least three years administrative experience with progressively higher responsibilities which include managing technical or administrative projects.
3. Level III (Good working knowledge) in reading, writing, and speaking English; Level IV (Fluent) in Arabic. (Candidates will be tested on their language skills)
4. Strong organizational skills a plus. This position also requires the employee to be familiar with present and emerging computer technologies to be a fully effective IT procurement representative. The incumbent should be (or undertake to be) conversant with local telecommunications market conditions, knowledgeable of companies' promotions and special offers to facilitate the embassy's trade in up-to-date and cost effective services.
5. Good interpersonal and customer service skills are required. Must be able to operate with little oversight. Strong writing abilities are necessary. Good knowledge of Microsoft Office applications is required. Good time management, ability to work under pressure and organizational skills are required.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to BaghdadHR@state.gov.

E-mails received without the appropriate subject line will not be considered. Your e-mail must states the vacancy title and vacancy announcement number in the subject line, example: IRM Admin/Assistant 10-35.

The Universal Application form is available at the US Embassy Baghdad internet: <http://iraq.usembassy.gov/iraq/jobs.html>

CLOSING DATE FOR THIS POSITION: September 1, 2010

The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: HRO/JPW
Cleared: IRM/PJM
Drafted: HRA/YAK